



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

Date: 2/27/15

Mary Deang  
2501 Hoover Ave  
Ames, IA 50010

Dear Mary,

This letter is in regards to the 2/25/15 compliance check of your Category A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

- ☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone. (You need to post emergency and family contact phone numbers near your phone or in the kitchen. I suggest using the Phone Numbers sheet I shared with you, or the orange card system CCR&R has.)
- ☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.
- ☐ 110.5(1)e Electrical wiring shall be maintained. (You need to install a plastic face plate over the exposed electrical outlet in the basement next to the TV.)
- ☐ 110.5(1)e All accessible electrical outlets are safely capped. (You need to install plastic safety caps on several exposed electrical outlets.)
- ☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. (You need to practice and record monthly fire/tornado drills. I suggest using the Emergency Drill Record sheet I shared with you.)
- ☐ 110.5(1)m Has not less than one 2A 10BC rated fire extinguisher in a visible and readily accessible place on each child-occupied floor. (You need to obtain a 2A 10BC fire extinguisher for your basement level.)
- ☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and [www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov). (You need to post the no-smoking sign I shared with you next to the front door.)

## 110.5(8) Children's Files

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number. (Need for all files.)

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency. (Need for all files.)

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment. (Need for all files.)

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually. (Need for most of the files.)

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health. (Need for most of the files.)

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since. (Need for most of the files.)

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child. (Need for all of the files.)

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations on or before 4/17/15.**

☒ Based on the items out of compliance listed above, a re-check or follow-up visit to your home is not necessary. However, it is essential you come into complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: 4/17/15.**

X

Signature

Date

Please call me if you have any further questions.

Sincerely,



Earl Crow  
Child Development Home Compliance Checks  
DHS, Story County  
(515) 268-7106

*C. Mark Chappelle*  
Social Work Supervisor  
(515) 993-1705

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://dhs.iowa.gov/sites/default/files/CC Professional Development.pdf](http://dhs.iowa.gov/sites/default/files/CC%20Professional%20Development.pdf) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).